



## **Edits/Audits - System Documentation**

**Non-browser, Instructions  
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Information Technology Section

North Carolina Division of Mental Health, Developmental Disabilities

And Substance Abuse Services

**APS Manual 1015**

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## 1. INTRODUCTION

This project is to develop an Integrated Payment and Reporting System (IPRS) for the North Carolina Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMH/DD/SA). The division will use the IPRS to process, track, pay, and report on all claims submitted by providers for services rendered to its constituent population. Billing providers will submit a single claim to the State, and the division's IPRS will pay the claim from the appropriate funding sources, including Medicaid, "Pioneer", Thomas S., Willie M., Special Populations, Mental Retarded (MR)/Mentally Incapacitated (MI) and capitated risk contracts. The system is designed to provide the division, Local Managing Area (LMA)s, and area programs with "seamless integration" of DMH and Division of Medical Assistance (DMA) client, provider, prior authorization and claims data for eligibility lookup and claims filing processing and payment.

DMH/DD/SA services respond to the mental health, developmental disability and substance abuse needs of the people of North Carolina with a variety of programs and services. This division is responsible for administering federal and state funds designated for MH/DD/SA services, operating the State institutions, ensuring area programs meet funding requirements for Federal and State aid, and administering State standards for facility operations and licensing.

DMH/DD/SA currently uses several different systems for the reimbursement of services provided to clients. The Unit Cost Reimbursement (UCR) systems are maintained by the State and reside on an International Business Machine®<sup>1</sup> (IBM) mainframe. These systems are not integrated, and there is no central system for storing client eligibility information. IPRS replaces the existing UCR system with one integrated system for processing all MH/DD/SA claims. This provides DMH/DD/SA with a significantly enhanced system that includes increased flexibility to implement unique policy and payment strategies for MH/DD/SA patients in a timely and cost efficient manner. In addition, the UCR system reduces the amount of State funds required to maintain multiple claims processing systems, establishes a central repository of recipient data, allows the State to more closely monitor service delivery, eliminates potential over-billing, simplifies claim filing practices, and reduces claim's payment-cycle time.

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<sup>1</sup> IBM® is a registered Trademark of the International Business Machine Corp. All Rights Reserved.



## 2. SCOPE

IPRS includes a new and unique provider eligibility subsystem for DMH/DD/SA services and provides a method of entering provider information for the division and the pilot sites by using browser-based screens. An established process is used to determine a central provider identification number which links to the LMA assigned provider number.

Provider number cross-referencing is established for providers that have more than one provider number. Specific provider information may be used to trace the provider back to the local managing agency. For maintenance of provider information, DMH/DD/SA services will also have the ability to add, suspend, cancel, terminate, modify or delete their providers. In addition, IPRS will provide a secure environment for the entry of provider data and provider information maintenance.

The IPRS project provides the DMH/DD/SA with a centralized Client Eligibility System, which will include Pioneer, Thomas S. and Willie M. clients. The information stored in this system will be used to process service claims submitted by billing providers.

The DMH/DD/SA currently uses the Pioneer Unit Cost Reimbursement System, which includes a number of interrelated and integrated policy and procedure components to assist the LMA with service delivery. Thomas S. and Willie M. clients are subsets of the pioneer population. The current Thomas S. and Willie M. systems maintain the eligibility data of each specified age disability program and level of eligibility (where appropriate) for which the client is eligible. Pioneer does not contain any client eligibility data. IPRS maintains this data, which is received directly from the LMAs and Thomas S. and Willie M. systems.

This document provides a structured examination of system parameters for Software Engineers (SE)s as defined in copybooks which identify the coding/programming behind the IPRS effort.

For those using strictly IPRS browsers, keep in mind that browser fields mirror the non-browser SE fields, and extracts data from a non-browser source (data base), making this document valuable for understanding copybook information and Data Element Definitions (DED)s (common elements for both).

Benefit packages are setup through the edit tables. Edit 315 will describe the criteria for participating in a particular population group. Each population group may define multiple benefit packages which cover their particular group of recipients.



### 3. ACRONYMS AND TERMS/ABBREVIATIONS

This section covers acronyms, terms, and abbreviations used throughout this document. Unique terms and abbreviations are explained within their respective section in this document. Most code and/or DED elements are not explained or covered in this section, but are covered in their respective DED section.

#### *Acronyms*

Acronym	Definition
BA	Business Analyst
DED	Data Element Definition(s)
DMH	Division of Mental Health
EOB	Explanation Of Benefits
ESC	Error Status Code
ID	Identification
IPRS	Integrated Payment and Reporting System
LMA	Local Managing Area
MID	Medical Identification number: base identification number assigned to the client by the State.
SE	System engineer
UCR	Unit Cost Reimbursement

#### *Terms/Abbreviations*

Term/Abbreviation	Definition



## 4. NON-BROWSER COPYBOOKS, FUNCTIONS, AND INTERFACE (SE/MAINFRAME)

These are the “behind-the-scene” SE workings.

### 4.1 Components

#### *Built Data Definition Files*

File Number	Copybook	Description
1.	HMay09A1	Process Header Criteria File
2.	HMay09A2	Process Detail Criteria File
3.	HMay09A3	Process Table Header File
4.	HMAE005N	Process Table Detail File
5.	HMay09A5	Process List Criteria File

#### 4.1.1 Process Header Criteria File – HMay09A1

This file contains header edit criteria that contains one record, per process, per payer. All payers will have an edit header for each process. The program will read headers for a specified payer and perform the following logic:

- If the specified population group header has special edits indicated in the payer control table the system will check to see if there is a header under this payer.
  - If there is, the system will use it
  - If there is not, this payers default edit payer is used.

Note: the browser function creates this file.

##### *4.1.1.1 Process Header Criteria File Example*

RECORD: 1	(PREF) RECORD-KEY
---- FIELD LEVEL/NAME -----	-FORMAT- -----+-----1-----+-----2-----+
5 (PREF) RECORD-KEY SYNC	41/GRP
10 (PREF) PROGRAM	30/AN HMAS091
10 (PREF) EDIT-LEVEL	1/AN 1
10 (PREF) PAYER	5/AN NCXIX
10 (PREF) HIERARCHY	5/NUM 10
5 (PREF) PROCESS-NUMBER	5/NUM 1
5 FILLER	1/AN
5 (PREF) EDIT-DESCRIPTION	65/AN OUTPATIENT UB82 VENT EDIT



	(POS 41-65)
5 (PREF) STATUS	1/AN A
5 (PREF) DEFAULT-PAYER	5/AN
5 (PREF) NO-CHANGE-IND	1/AN
5 FILLER	26/AN

#### 4.1.1.2 Copybook HMAY09A1

```
05 (PREF) RECORD-KEY.  
10 (PREF) PROGRAM  
    88 (PREF) INDEPENDENT  
    88 (PREF) DEPENDENT  
    88 (PREF) ELIGIBILITY  
    88 (PREF) PRIOR-APPROVAL  
10 (PREF) EDIT-LEVEL  
    88 (PREF) HDR-EDIT  
    88 (PREF) DTL-EDIT  
    88 (PREF) SPEC-EDIT  
    88 (PREF) ACCUM-EDIT  
10 (PREF) PAYER  
10 (PREF) HIERARCHY  
05 (PREF) LAST-UPDATE  
05 (PREF) LAST-UPDATE-CLERK  
05 (PREF) MEMO  
05 (PREF) ALT-KEY.  
10 (PREF) ALT-PAYER  
10 (PREF) PROCESS-NUMBER  
05 FILLER  
05 (PREF) EDIT-DESCRIPTION  
05 (PREF) STATUS  
    88 (PREF) ACTIVE  
    88 (PREF) SUSPENDED  
    88 (PREF) HARD-CODED  
05 (PREF) DEFAULT-PAYER  
05 (PREF) NO-CHANGE-IND  
    88 (PREF) NO-CHANGE  
05 FILLER  
PIC X(30).  
VALUE 'HMAS091'.  
VALUE 'HMAS092'.  
VALUE 'HMAS093'.  
VALUE 'HMAS097'.  
PIC X.  
VALUES '1' '2' '3'.  
VALUES '5' '6' '7'.  
VALUE '8'.  
VALUE '9'.  
PIC X(5).  
PIC 9(5).  
PIC S9(09) COMP-3.      00002800  
PIC X(04).            00002800  
PIC X(10).            00002800  
PIC X.  
PIC 9(5).  
PIC X.  
PIC X(65).  
PIC X.  
    VALUE 'A'.  
    VALUE 'S'.  
    VALUE 'H'.  
PIC X(5).  
PIC X.  
    VALUE IS 'Y'.  
PIC X(07).
```

#### 4.1.1.3 Data Element Definitions

Data elements/structures without an associated purpose/explanation are either group headers or fields that have no clerk/operator access.

Process Header Criteria File – HMAY09A1 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
RECORD-KEY	Key to the file.	
PROGRAM	The program where the original edit mode resided before becoming table-driven. For the	The table is 30 bytes long to accommodate budget



<b>Process Header Criteria File – HMAY09A1 (Copybook Field Definitions/Explanations0</b>		
<b>Data Element/Structure</b>	<b>Definition/Explanation</b>	<b>Comments</b>
	new process, this is the edit module that the process would have been in, while in the old system. This is for edit sequencing only.	codes.
EDIT-LEVEL	Type of Edit: used for sequence edit control. 1, 2, or 3 – Header edit (checked & denied at the header level) 5, 6, or 7 – Detail edit (checked & denied at the detail level) 8 – Special detail edit (Used for UB claims) 9 – Accumulation (used when totaling edits).	
PAYER	Population group payer code.	NCXIX - Medicaid
HIERARCHY	For sequencing within program and level (testing purposes).	
LAST-UPDATE	The date the record was last updated.	
LAST-UPDATE-CLERK	Clerk Identification (ID) of the person who performed the last update.	
MEMO	Space where the clerk updating the record may enter additional information or comments about the record.	
ALT-KEY	Alternate key.	
ALT-PAYER	Alternate payer.	
PROCESS-NUMBER	Number of the process arbitrarily assigned by the user to identify the edit.	
EDIT-DESCRIPTION	Description of the edit process.	
STATUS	Status of the process. A – Active S – Suspended. The same as inactive (turned off). H – Hard-coded (used for edits that are left in the program).	
DEFAULT-PAYER	Use this population group's edit criteria detail.	
NO-CHANGE-IND	Indicates if there is a status change.	Y – No change.



#### 4.1.2 Process Detail Criteria File – HMAY09A2

This file contains edit criteria records used to determine if a claim passes or fails a process (edit). If the current payer has a “default payer” identified on the edit criteria header file for this process (edit), then the criteria detail records for the “default payer” will be used, and there will be no criteria records for the current payer on this file. If the “default payer” field is blank on the edit criteria header file for this process (edit), then the edit criteria records contained in this file, for the current payer, are used to determine if the claim passes or fails. This file is created through the browser function.

##### 4.1.2.1 Copybook HMAY09A2

05	(PREF) RECORD-KEY.		00000299
10	(PREF) PROGRAM	PIC X(30).	00000399
10	(PREF) EDIT-LEVEL	PIC X.	00000499
10	(PREF) PAYER	PIC X(5).	00000599
10	(PREF) PROCESS-NUMBER	PIC 9(5).	00000699
10	(PREF) SEQUENCE	PIC 9(3).	00000799
05	(PREF) LAST-UPDATE	PIC S9(09) COMP-3.	00000899
05	(PREF) LAST-UPDATE-CLERK	PIC X(04).	00000999
05	(PREF) MEMO	PIC X(10).	00001099
05	(PREF) PROCESS	PIC X.	00001199
88	(PREF) BYPASS	VALUE 'B'.	00001299
88	(PREF) FAIL	VALUE 'F'.	00001399
88	(PREF) SET-CONDITION	VALUE 'V'.	00001499
88	(PREF) SET-SWITCH	VALUE 'A'.	00001599
88	(PREF) SET-INTERNAL-SWITCH	VALUE 'X'.	00001699
88	(PREF) RESET-SWITCH	VALUE 'D'.	00001799
88	(PREF) RESET-INTERNAL-SWITCH	VALUE 'H'.	00001899
88	(PREF) RESET-CONDITION	VALUE 'W'.	00001999
88	(PREF) READ	VALUE 'R'.	00002099
88	(PREF) START-READ	VALUE 'Q'.	00002199
88	(PREF) READ-NEXT	VALUE 'N'.	00002299
88	(PREF) BUILD-PARM	VALUE 'P'.	00002399
88	(PREF) CALL-IO	VALUE 'C'.	00002499
88	(PREF) GET-VALUE	VALUE 'G'.	00002599
88	(PREF) INIT-ACCUM	VALUE 'I'.	00002699
88	(PREF) MOVE-DATA	VALUE 'M'.	00002799
88	(PREF) GOTO	VALUE 'J'.	00002899
88	(PREF) GOBACK	VALUE 'L'.	00002999
88	(PREF) TAG	VALUE 'K'.	00003099
88	(PREF) CALL-PROGRAM	VALUE 'Z'.	00003199
88	(PREF) PERFORM	VALUE 'E'.	00003299
88	(PREF) VALID-PROCESS	VALUES 'B' 'F' 'V' 'A' 'X' 'J' 'D' 'H' 'W' 'R' 'Q' 'P' 'C' 'G' 'I' 'M' 'K' 'Z' 'N' 'L' 'E'.	00003499 00003599 00003699 00003799 00003899 00003999
88	(PREF) REGULAR-PROCESS	VALUES 'B' 'F' 'V' 'A' 'J' 'D' 'H' 'X' 'L'.	00004099 00004199 00004299
05	(PREF) LOGIC-GROUPING-IND	PIC X.	00004399
88	(PREF) STAND-ALONE	VALUE ' '.	00004499



88	(PREF) START-GROUP	VALUE 'S'.	00004599
88	(PREF) CONTINUE-GROUP	VALUE 'C'.	00004699
88	(PREF) END-GROUP	VALUE 'E'.	00004799
05	(PREF) AND-OR-CONDITION	PIC X(3).	00004899
88	(PREF) AND-CONDITION	VALUE 'AND'.	00004999
88	(PREF) OR-CONDITION	VALUE 'OR '.	00005099
05	(PREF) FILE-FOR-FIELD1	PIC 99.	00005199
88	(PREF) CLAIM-FILE1	VALUE 1.	00005299
88	(PREF) ELIGIBILITY-FILE1	VALUE 2.	00005399
88	(PREF) PA-FILE1	VALUE 3.	00005499
88	(PREF) PROV-FILE1	VALUE 4.	00005599
88	(PREF) DIAG-FILE1	VALUE 5.	00005699
88	(PREF) HYSTER-FILE1	VALUE 6.	00005799
88	(PREF) STERI-FILE1	VALUE 7.	00005899
88	(PREF) TABLE-FILE1	VALUE 8.	00005999
88	(PREF) LVL3-FILE1	VALUE 9.	00006099
88	(PREF) DIALYSIS-FILE1	VALUE 10.	00006199
88	(PREF) DISENF-FILE1	VALUE 11.	00006299
88	(PREF) TBLHDR-FILE1	VALUE 12.	00006399
88	(PREF) DRUG-FILE1	VALUE 13.	00006499
88	(PREF) HIGHRISK-FILE1	VALUE 14.	00006599
88	(PREF) DIAG-LIST-FILE1	VALUE 15.	00006699
88	(PREF) PAY-CONTROL-FILE1	VALUE 16.	00006799
88	(PREF) MENTAL-HEALTH	VALUE 40 THRU 49.	00006899
*****00006999			
*	VALUES 40 THRU 49 ARE RESERVED FOR MENTAL HEALTH.	*00007099	
*****00007199			
88	(PREF) DONT-CHECK	VALUE 99.	00007299
88	(PREF) LOCAL-AREA1	VALUE 98.	00007399
88	(PREF) VARIABLE1	VALUE 97.	00007499
88	(PREF) NO-FIELD1	VALUE 00.	00007599
88	(PREF) VALID-FILE1	VALUE 1 THRU 49.	00007699
88	(PREF) RETURN-CODE1	VALUE 50 THRU 80.	00007799
88	(PREF) RETURN-CALL1	VALUE 81 THRU 90.	00007899
88	(PREF) HMVS0108-IO	VALUE 50.	00007999
88	(PREF) HMPS0303-IO	VALUE 51.	00008099
88	(PREF) HYSTER-IO	VALUE 52.	00008199
88	(PREF) STERI-IO	VALUE 53.	00008299
88	(PREF) HMVS010R-IO	VALUE 54.	00008399
88	(PREF) TABLE-IO	VALUE 55.	00008499
88	(PREF) HMPS0201-IO	VALUE 56.	00008599
88	(PREF) HMPS0701-IO	VALUE 57.	00008699
88	(PREF) HMPS0801-IO	VALUE 58.	00008799
88	(PREF) HMKS010N-IO	VALUE 59.	00008899
88	(PREF) HIGHRISK-IO	VALUE 60.	00008999
88	(PREF) HMBS373N-IO	VALUE 61.	00009099
88	(PREF) HMPS0401-IO	VALUE 62.	00009199
88	(PREF) CALL-HMAS095N	VALUE 81.	00009299
88	(PREF) HMAS095N-PARMS1	VALUE 81.	00009399
05	(PREF) FIELD-1-NUM	PIC 9(4).	00009499
05	(PREF) FIELD1-OCCUR1	PIC X(5).	00009599
88	(PREF) FLD1-OCCUR1-FIRST	VALUE 'FIRST'.	00009699
88	(PREF) FLD1-OCCUR1-ALL	VALUE 'ALL '.	00009799
88	(PREF) FLD1-OCCUR1-ANY	VALUE 'ANY '.	00009899
88	(PREF) FLD1-OCCUR1-CURRENT	VALUE 'CUR '.	00009999
88	(PREF) FLD1-OCCUR1-SAME	VALUE 'SAME '.	00010099
88	(PREF) FLD1-OCCUR1-PASS	VALUE 'PASS '.	00010199



88	(PREF) FLD1-OCCUR1-IDX	VALUE 'INDEX'.	00010299
88	(PREF) FLD1-OCCUR1-ENTERED	VALUE 'ENTER'.	00010399
88	(PREF) FLD1-OCCUR1-INT-VAL	VALUE 'IV '.	00010499
88	(PREF) FLD1-NO-OCCUR1	VALUE ' '.	00010599
05	(PREF) FIELD1-OCCUR2	PIC X(5).	00010699
88	(PREF) FLD1-OCCUR2-FIRST	VALUE 'FIRST'.	00010799
88	(PREF) FLD1-OCCUR2-ALL	VALUE 'ALL '.	00010899
88	(PREF) FLD1-OCCUR2-ANY	VALUE 'ANY '.	00010999
88	(PREF) FLD1-OCCUR2-CURRENT	VALUE 'CUR '.	00011099
88	(PREF) FLD1-OCCUR2-SAME	VALUE 'SAME '.	00011199
88	(PREF) FLD1-OCCUR2-IDX	VALUE 'INDEX'.	00011299
88	(PREF) FLD1-OCCUR2-ENTERED	VALUE 'ENTER'.	00011399
88	(PREF) FLD1-OCCUR2-INT-VAL	VALUE 'IV '.	00011499
88	(PREF) FLD1-NO-OCCUR2	VALUE ' '.	00011599
05	(PREF) OPERATION	PIC XX.	00011699
88	(PREF) NEED-ONE-CONSTANT	VALUES 'EQ' 'NE' 'LT' 'GT' 'LE' 'GE' 'EM' 'NM'.	00011799 00011897 00011997
88	(PREF) EQUAL	VALUE 'EQ'.	00012099
88	(PREF) NOT-EQUAL	VALUE 'NE'.	00012199
88	(PREF) LESS-THAN	VALUE 'LT'.	00012299
88	(PREF) GREATER-THAN	VALUE 'GT'.	00012399
88	(PREF) LESS-EQUAL	VALUE 'LE'.	00012499
88	(PREF) GREATER-EQUAL	VALUE 'GE'.	00012599
88	(PREF) EQUAL-THRU-MONTH	VALUE 'EM'.	00012699
88	(PREF) NOT-EQUAL-THRU-MONTH	VALUE 'NM'.	00012799
88	(PREF) IN-RANGE	VALUE 'R '.	00012899
88	(PREF) OUT-RANGE	VALUE 'NR'.	00012999
88	(PREF) IN-LIST	VALUE 'L '.	00013099
88	(PREF) OFF-LIST	VALUE 'NL'.	00013199
88	(PREF) VALID-DATE	VALUE 'V '.	00013299
88	(PREF) INVALID-DATE	VALUE 'NV'.	00013399
88	(PREF) NUMERIC	VALUE 'N '.	00013499
88	(PREF) NOT-NUMERIC	VALUE 'NN'.	00013599
88	(PREF) MODEL-OFFICE	VALUE 'MO'.	00013699
88	(PREF) MOVE-CONSTANT	VALUE 'MC'.	00013799
88	(PREF) MOVE-VALUE	VALUE 'MV'.	00013899
88	(PREF) MOVE-INTERNAL-VALUE	VALUE 'MX'.	00013999
88	(PREF) MOVE-LOCAL-AREA	VALUE 'ML'.	00014099
88	(PREF) SWITCH-TRUE	VALUE 'ST'.	00014199
88	(PREF) SWITCH-FALSE	VALUE 'SF'.	00014299
88	(PREF) SWITCH-LOGIC	VALUE 'ST' 'SF'.	00014399 00014499
88	(PREF) INTERNAL-SWITCH-TRUE	VALUE 'IT'.	00014599
88	(PREF) INTERNAL-SWITCH-FALSE	VALUE 'IF'.	00014699
88	(PREF) INTERNAL-SWITCH-LOGIC	VALUE 'IT' 'IF'.	00014799 00014899
88	(PREF) PLUS	VALUE 'PL'.	00014999
88	(PREF) MINUS	VALUE 'MI'.	00015099
88	(PREF) MULT	VALUE 'MP'.	00015199
88	(PREF) DIVBY	VALUE 'DB'.	00015299
88	(PREF) ARITHMETIC	VALUE 'PL' 'MI' 'MP' 'DB'.	00015399 00015499
88	(PREF) GET-DAYS	VALUE 'GD'.	00015599
88	(PREF) GET-YEARS	VALUE 'GY'.	00015699
88	(PREF) VALID-OPERATION	VALUE 'EQ' 'NE' 'LT' 'GT' 'LE' 'GE' 'R ' 'NR'	00015799 00015875



		'L' 'NL' 'V' 'NV'	00015975
		'N' 'NN' 'EM' 'NM'	00016099
		'MO' 'MC' 'MV' 'MX'	00016199
		'SF' 'ST' 'IF' 'IT'	00016299
		'MI' 'MP' 'DB' 'GD'	00016399
		'GY' 'ML' 'PL'.	00016499
05	(PREF) DATA-TYPE	PIC X.	00016599
88	(PREF) FIELD-DATA	VALUE 'F'.	00016699
88	(PREF) CONSTANT-DATA	VALUE 'C'.	00016799
88	(PREF) VARIABLE-DATA	VALUE 'V'.	00016899
88	(PREF) POP	VALUE 'P'.	00016999
88	(PREF) VALID-DATA-TYP	VALUE 'F' 'C' 'V' 'P'.	00017099
05	(PREF) FILE-FOR-FIELD2	PIC 99.	00017199
88	(PREF) CLAIM-FILE2	VALUE 1.	00017299
88	(PREF) ELIGIBILITY-FILE2	VALUE 2.	00017399
88	(PREF) PA-FILE2	VALUE 3.	00017499
88	(PREF) PROV-FILE2	VALUE 4.	00017599
88	(PREF) DIAG-FILE2	VALUE 5.	00017699
88	(PREF) HYSTER-FILE2	VALUE 6.	00017799
88	(PREF) STERI-FILE2	VALUE 7.	00017899
88	(PREF) TABLE-FILE2	VALUE 8.	00017999
88	(PREF) LVL3-FILE2	VALUE 9.	00018099
88	(PREF) DIALYSIS-FILE2	VALUE 10.	00018199
88	(PREF) DISENF-FILE2	VALUE 11.	00018299
88	(PREF) TBLHDR-FILE2	VALUE 12.	00018399
88	(PREF) DRUG-FILE2	VALUE 13.	00018499
88	(PREF) HIGHRISK-FILE2	VALUE 14.	00018599
88	(PREF) DIAG-LIST-FILE2	VALUE 15.	00018699
88	(PREF) PAY-CONTROL-FILE2	VALUE 16.	00018799
88	(PREF) NO-FIELD2	VALUE 00.	00018899
88	(PREF) LOCAL-AREA2	VALUE 98.	00018999
88	(PREF) HMAS095N-PARMS2	VALUE 81.	00019099
88	(PREF) VALID-FILE2	VALUE 1 THRU 49.	00019199
05	(PREF) FIELD-2-NUM	PIC 9(4).	00019299
05	(PREF) FIELD2-OCCUR1	PIC X(5).	00019399
88	(PREF) FLD2-OCCUR1-FIRST	VALUE 'FIRST'.	00019499
88	(PREF) FLD2-OCCUR1-ALL	VALUE 'ALL'.	00019599
88	(PREF) FLD2-OCCUR1-ANY	VALUE 'ANY'.	00019699
88	(PREF) FLD2-OCCUR1-CURRENT	VALUE 'CUR'.	00019799
88	(PREF) FLD2-OCCUR1-SAME	VALUE 'SAME'.	00019899
88	(PREF) FLD2-OCCUR1-IDX	VALUE 'INDEX'.	00019999
88	(PREF) FLD2-OCCUR1-PASS	VALUE 'PASS'.	00020099
88	(PREF) FLD2-OCCUR1-ENTERED	VALUE 'ENTER'.	00020199
88	(PREF) FLD2-OCCUR1-INT-VAL	VALUE 'IV'.	00020299
88	(PREF) FLD2-NO-OCCUR1	VALUE ' '.	00020399
05	(PREF) FIELD2-OCCUR2	PIC X(5).	00020499
88	(PREF) FLD2-OCCUR2-FIRST	VALUE 'FIRST'.	00020599
88	(PREF) FLD2-OCCUR2-ALL	VALUE 'ALL'.	00020699
88	(PREF) FLD2-OCCUR2-ANY	VALUE 'ANY'.	00020799
88	(PREF) FLD2-OCCUR2-CURRENT	VALUE 'CUR'.	00020899
88	(PREF) FLD2-OCCUR2-SAME	VALUE 'SAME'.	00020999
88	(PREF) FLD2-OCCUR2-IDX	VALUE 'INDEX'.	00021099
88	(PREF) FLD2-OCCUR2-ENTERED	VALUE 'ENTER'.	00021199
88	(PREF) FLD2-NO-OCCUR2	VALUE ' '.	00021299
05	(PREF) CONSTANT-NUM-1	PIC S9(9)V9(8).	00021399
05	(PREF) USE-ZERO-1-FLD	PIC X.	00021499
88	(PREF) USE-ZERO-1	VALUE IS 'Y'.	00021599



05 (PREF) CONSTANT-NUM-2	PIC S9(9)V9(8).	00021699
05 (PREF) USE-ZERO-2-FLD	PIC X.	00021799
88 (PREF) USE-ZERO-2	VALUE IS 'Y'.	00021899
05 (PREF) CONSTANT-NUM-3	PIC S9(9)V9(8).	00021999
05 (PREF) USE-ZERO-3-FLD	PIC X.	00022099
88 (PREF) USE-ZERO-3	VALUE IS 'Y'.	00023099
05 (PREF) CONSTANT-NUM-4	PIC S9(9)V9(8).	00023199
05 (PREF) USE-ZERO-4-FLD	PIC X.	00023299
88 (PREF) USE-ZERO-4	VALUE IS 'Y'.	00023399
05 (PREF) CONSTANT-NUM-5	PIC S9(9)V9(8).	00023499
05 (PREF) USE-ZERO-5-FLD	PIC X.	00023599
88 (PREF) USE-ZERO-5	VALUE IS 'Y'.	00023699
05 (PREF) CONSTANT-NUM-6	PIC S9(9)V9(8).	00023799
05 (PREF) USE-ZERO-6-FLD	PIC X.	00023899
88 (PREF) USE-ZERO-6	VALUE IS 'Y'.	00023999
05 (PREF) CONSTANT-ALPHA-1	PIC X(40).	00024099
05 (PREF) CONSTANT-ALPHA-2	PIC X(40).	00024199
05 (PREF) CONSTANT-ALPHA-3	PIC X(40).	00024299
05 (PREF) CONSTANT-ALPHA-4	PIC X(40).	00024399
05 (PREF) CONSTANT-ALPHA-5	PIC X(40).	00024499
05 (PREF) CONSTANT-ALPHA-6	PIC X(40).	00024599
05 (PREF) RANGE-LOW-NUM	PIC S9(9)V9(9).	00024699
05 (PREF) RANGE-HIGH-NUM	PIC S9(9)V9(9).	00024799
05 (PREF) RANGE-LOW-ALPHA	PIC X(40).	00024899
05 (PREF) RANGE-HIGH-ALPHA	PIC X(40).	00024999
05 (PREF) LIST-NUMBER	PIC S9(5).	00025099
05 (PREF) LENGTH-OF-COMPARE1	PIC 99.	00025199
05 (PREF) OFFSET-FOR-COMPARE1	PIC 99.	00025299
05 (PREF) LENGTH-OF-COMPARE2	PIC 99.	00025399
05 (PREF) OFFSET-FOR-COMPARE2	PIC 99.	00025499
05 (PREF) SUBSCRIPT	PIC 9(3).	00025599
05 (PREF) DISPOSITION	PIC X.	00025699
88 (PREF) DENY	VALUE 'D'.	00025799
88 (PREF) SUSPEND	VALUE 'E'.	00025899
88 (PREF) DENY-WITH-VARIABLE-EOB	VALUE 'V'.	00025999
88 (PREF) DENY-WITH-OVERRIDE	VALUE 'F'.	00026099
88 (PREF) SET-EOB-ONLY	VALUE 'O'.	00026199
88 (PREF) REMOVE-ESC	VALUE 'R'.	00026299
05 (PREF) FAIL-EOB-NUM	PIC 9(4).	00026399
05 FILLER REDEFINES (PREF) FAIL-EOB-NUM.		00026499
10 (PREF) EOB-VAR-IND	PIC X.	00026599
88 (PREF) EOB-VAR	VALUE 'V'.	00026699
10 (PREF) EOB-VAR-NUM	PIC 999.	00026799
05 (PREF) FAIL-ESC-NUM	PIC 9(4).	00026899
05 FILLER REDEFINES (PREF) FAIL-ESC-NUM.		00026999
10 (PREF) ESC-VAR-IND	PIC X.	00027099
88 (PREF) ESC-VAR	VALUE 'V'.	00027199
10 (PREF) ESC-VAR-NUM	PIC 999.	00027299
05 (PREF) TYPE-LOCAL-DATA	PIC X.	00027399
88 (PREF) LOCAL-ALPHA	VALUE 'A' ' '.	00027499
88 (PREF) LOCAL-ZONED	VALUE 'Z'.	00027599
88 (PREF) LOCAL-PACKED	VALUE 'P'.	00027699
88 (PREF) LOCAL-BINARY	VALUE 'B'.	00027799
88 (PREF) LOCAL-NUMERIC	VALUES 'Z' 'P' 'B'.	00027899
05 (PREF) LOCAL-AREA-DATE-TYPE	PIC X.	00027999
88 (PREF) LOCAL-JULIAN	VALUE 'J'.	00028099
88 (PREF) LOCAL-DATE	VALUE 'D'.	00028199



05 (PREF) INDEX1	PIC 999.	00028299
05 (PREF) INDEX2	PIC 999.	00028399
05 (PREF) PARM-POSITION	PIC X.	00028499
05 (PREF) CONTINUE-IND	PIC X.	00028599
88 (PREF) CONTINUE-AFTER-FAIL	VALUE 'Y'.	00028699
05 (PREF) HDR-DTL-IND	PIC X.	00028799
88 (PREF) HDR-LEVEL	VALUE 'H'.	00028899
88 (PREF) DTL-LEVEL	VALUE 'D'.	00028999
88 (PREF) MIX-LEVEL	VALUE 'M'.	00029099
05 (PREF) SAVE-ERR-IND-SW	PIC X.	00029199
88 (PREF) SAVE-ERR-IND	VALUE 'Y'.	00029299
05 (PREF) REVERSE-SEQ-IND	PIC X.	00029399
88 (PREF) REVERSE-SEQ	VALUE 'R'.	00029499
05 (PREF) LABEL	PIC X(2).	00030099
05 (PREF) COMMENTS	PIC X(50).	00040099

#### 4.1.2.2 Data Element Definitions

Data elements/structures without an associated purpose/explanation are either group headers or fields that have no clerk/operator access.

Process Detail Criteria File – HMAX09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
RECORD-KEY		
PROGRAM	The program where the edit resided before becoming table-driven. For a new process, this is the edit module that the process would have been in, in the old system.	The field is 30 bytes long to accommodate budget codes.
EDIT-LEVEL	Type of Edit. 1, 2, or 3 – Header level (checked & denied at the header level) 4, 5, or 6 – Detail level (checked & denied at the detail level) 8 – Special detail level (used for UB claims).	
PAYER	Population group payer code.	NCXIX - Medicaid
PROCESS-NUMBER	Number of process – assigned by the user to identify the edit.	
SEQUENCE	Sequence within the process.	
LAST-UPDATE	The date the record was last updated.	
LAST-UPDATE-CLERK	Clerk Identification (ID) of the person who performed the last update.	
MEMO	Space where the clerk updating the record may enter additional information or comments about the record.	



Process Detail Criteria File – HMAX09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
PROCESS	<p>There are two categories of processes: conditional and unconditional. Conditional processes are dependent on conditions being met before they are executed. Unconditional processes are performed every time they are encountered (unless skipped). Any conditional function may be made unconditional by using “99” in the “FILE-FOR-FIELD1” field. Using operators against two values or against only one field set up conditions for processes. The values may be constants, internal or external switch settings, internal computed values, field values or local area values. “Numeric” and “valid date” are examples of operations executed against only one field.</p> <p>B – Bypass edit (conditional) bypass remainder of process if the condition is true</p> <p>F – Fail edit (conditional) fail edit with given parameters if the condition is true</p> <p>V – Set condition (conditional) will set true/false condition switch for all occurrences of “FIELD1” that met the specified conditions, and is used in conjunction with “get-value” operation on “any” occurrences of “FIELD1-NUM”. This will cause only those occurrences which met conditions in “set condition” to be included in arithmetic operations of “get-value”. For example, this would be used to add number of days used on each detail record with a particular Type of Service (TOS).</p> <p>A – Set switch (external) – (conditional) if the condition is met, then the external switch number in the “SUBSCRIPT” field will be set to high-values. These external switches are passed to the table edit program by calling and executing programs and will be the 01 level in the calling program named “switches”. These must be one-byte low-value/high-value on/off switches and <u>the sequence in the calling program must not be changed</u>. These switches may be set for use by the calling program. If the only use is internal, then use internal switch logic.</p>	A process may also be known as a function.



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>X – Set switch (internal) - (conditional) if the condition is met, then the internal switch number in the “SUBSCRIPT” field will be set to high-values, else it will be set to low-values. There are 100 of these switches and they are reset for each new claim. These switches are used to store conditions met for later use in the same or subsequent edits when “same” comparison is used, preventing field retrieval and comparison logic from being duplicated. When encountered this will activate the switches with their current settings.</p> <p>D – Reset external switch (conditional) if the condition is met, then the external switch number in the “SUBSCRIPT” field is reset (low-values).</p> <p>H – Reset internal switch (conditional) if the condition is met, then the internal switch number in the “SUBSCRIPT” field is reset (low-values).</p> <p>W – Reset condition (unconditional) will cause the condition set above to be reset.</p> <p>R – Read file - (unconditional) performs a read of the file in the “FILE-FOR-FIELD1” field to find a record match for the key that was built with the Build “PARM” (P) function. The corresponding file switch is turned on if any of the following three conditions are encountered: 1) not found, 2) invalid start 3) end of file. This assumes keys are already set up (built).</p> <p>Q – Start-Read - (unconditional) initial read of the file in the “FILE-FOR-FIELD1” field to find a record match for the key that was built with the Build “PARM” (P) function. A read <u>next</u> is performed based on the start file key being not greater than the condition. The corresponding file switch is turned on if any of the following three conditions are encountered: 1) not found, 2) invalid start 3) end of file. This assumes keys are already set up (built).</p> <p>N – Read next - (unconditional) used in</p>	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>conjunction with the Start- read (Q). Performs a read of the next record in the “FILE-FOR-FIELD1” field. The corresponding file switch is turned on if any of the following three conditions are encountered: 1) not found, 2) invalid start 3) end of file.</p> <p>P – Build “PARM” (P) function - (unconditional) moves data in the “FIELD-2-NUM” field or a constant to parameter position in the “PARM-POSITION” field for the I/O file, read, start-read, or call program as indicated in the “FILE-FOR-FIELD1” field. This is the only function the programmer must know the parameter numbers and their function. These are used to build keys and call other programs.</p> <p>C – Call I/O - (unconditional) calls the I/O program for the file indicated in the “FILE-FOR-FIELD1” field using parameters previously entered.</p> <p>G – Get-value - (unconditional) depending on operation field this performs various arithmetic functions. There are 10 internal values in the table edit program. A value, either a constant or a value from the “FIELD-1-NUM” field may be multiplied by, divided by, subtracted from, or added to the internal value indicated by the value in the “SUBSCRIPT” field. In addition, days between two dates (“FIELD-2-NUM” and “FIELD-1-NUM”) may be calculated and placed in the internal value as indicated by the value in the “SUBSCRIPT” field.</p> <p>I – Init - “accum” - (unconditional) initializes the internal value indicated by the “SUBSCRIPT” field.</p> <p>M – Move-data - (unconditional) move data from “CONSTANT”, “FIELD-2-NUM”, local area or internal value to “FIELD-1-NUM” field or local area (passed by the calling program). If moved to local area, then the “offset” in the local area to begin the move is in the “OFFSET-FOR-COMPARE2”</p>	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>field and the length is in the “LENGTH-OF-COMPARE2” field. If moving from field 2, then the “offset” and length may be specified (if desired) in the “OFFSET-FOR-COMPARE1” and “LENGTH-OF-COMPARE1” fields.</p> <p>J – Go to - (conditional) if the condition is true, then “goto” the “tag” that matches the value entered in the “LABEL” field for the “goto” condition. All criteria records between the “goto” and the “tag” are skipped.</p> <p>L – Go Back - (unconditional) goes back (a looping process) to top of the process and finds the first “tag” that matches the “LABEL” entered for this function.</p> <p>K – Tag - (unconditional) line that corresponds to the “LABEL” designated in the “goto” function “J” or “goback” function “L”. This is just used as a place holder.</p> <p>Z – Call program - (unconditional) calls another program for which PARMs are built.</p> <p>E – Perform – (unconditional) calls table-driven sub-routines. This is not associated with any program.</p>	
VALID-PROCESS	Values are: B, F, V, A, X, J, D, H, W, R, Q, P, C, G, I, M, K, Z, N, L, and E.	See “PROCESS” for an explanation of these values.
REGULAR-PROCESS	Values are: B, F, V, A, J, D, H, X, and L.	See “PROCESS” for an explanation of these values.
LOGIC-GROUPING-IND	<p>Grouping indicators allow conditional processes to be determined by multiple conditions. Any conditional process containing multiple conditions is only executed if <u>all</u> conditions are met.</p> <p>“Blank” – Stand-alone.</p> <p>S – Start-group. Used on the first sequence of a multiple condition signifying the start of the condition.</p> <p>C – Continue-group. Used on each sequence contained within the multiple condition.</p>	Note: “Blank” means to leave this field empty, no entry.



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>There must have been an “S” used before this may be used.</p> <p>E – End-group. Used on the last sequence of a multiple condition signifying the end of the group. There must have been an “S” or “C” used before this may be used.</p>	
AND-OR-CONDITION	<p>Used in conjunction with the “LOGIC-GROUPING-IND” field to group multiple logical processes with the value of “and” or “or” condition.</p>	
FILE-FOR-FIELD1	<p>This field denotes the file number to use for extracting data for first field comparison. It also has other uses as described below:</p> <p>01 thru 49 – File numbers. Each number is associated with a file containing data element definitions. 01 is claim, 02 is eligibility, etc. File numbers 40 through 49 are reserved for mental health.</p> <p>50 thru 89 – I/O process number. Each I-O process that the program may perform is assigned a “FILE-FOR-FIELD1” number between 50 and 89. Used to input PARMs for building keys for reads, and allowing access to return codes for those reads. These are used for calling processes.</p> <p>99 – “DON’T-CHECK” - Auto-perform. Used to perform the process without any comparisons. It transforms a conditional into an unconditional process.</p> <p>98 – Local area. Extracts data from the local area to use for “FIELD-1-NUM” comparison. “Offset” in the local area for the field is the “OFFSET-FOR-COMPARE1” field and the length is in “LENGTH-OF-COMPARE1” field.</p> <p>97 – Variable data. Indicates the data for “FIELD-1-NUM” comparison will be an internal computed value that in the “FIELD-1-NUM” field.</p> <p>00 – No FILE1 needed/required. This is used</p>	See the copybook for an explanation of values.



Process Detail Criteria File – HMAX09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	when “FIELD-1-NUM” is not used as a field number. About the only time this is used is when the programmer wants to examine switch settings.	
FIELD-1-NUM	If “FILE-FOR-FIELD1” is an actual file number, then this will contain a valid field number for that file. Otherwise, depending on the process and operation it may contain an internal value or switch number.	
FIELD1-OCCUR1	<p>If “FIELD-1-NUM” is an occurrence, then this tells the program which occurrence (occurrence level 1) to use. Values and examples are:</p> <p>“Blank” – No occurrence.</p> <p>FIRST – Use first occurrence – example: bypasses edit if first header diagnosis is “xxxxx”.</p> <p>ALL – Use all occurrences. An example would be bypass edit if all details were type of service three.</p> <p>ANY – Use all occurrences. An example would be bypass edit if any detail were type of service three. This sets switches.</p> <p>CUR – Use current occurrence. When performing detail level edits the detail being edited is the current occurrence.</p> <p>SAME – Used in compound criteria, when previous criteria was “ANY”. Example: fail edit if any detail is “TOS” three and the same detail has procedure code (PCODE). Multiple “SAME”s may be used after an “ANY” – example: fail edit if any detail is “TOS” three and the same detail has “PCODE” and the same detail has “FDOS” = “TDOS” if the process using “SAME” is the set internal switch, the first occurrence meeting all criteria it is saved for, for later use. See “INDEX” below.</p> <p>PASS – Use occurrence passed by calling the program. This is used in eligibility edits where the calling program has determined which segment to use, and passes this segment number to the edit</p>	Note: “Blank” means to leave this field empty, no entry.



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>program.</p> <p>INDEX – If a particular occurrence has been determined by using “any” and “same” logic for the “set internal switch” process, then that occurrence is saved, and may be used by the “index” occurrence function. Enter the internal switch number in the “SUBSCRIPT” field.</p> <p>ENTER – Use occurrence entered directly into the criteria record in the “INDEX1” field. This is to use a specific value.</p> <p>IV – Internal value - Use the value referenced by the “INDEX1” field. This is used as a loop counter for internal values for when they are to go out of the loop.</p>	
FIELD1-OCCUR2	If the “FIELD-1-NUM” is a second level occurrence, then this tells the program which second level occurrence to use. The values are the same as those for “FIELD1-OCCUR1” except “ENTER” and “PASS” are not supported for a second level occurrence. An example of a second level occurrence would be a detail “PCODE” modifier. There are multiple details, and each detail has multiple “PCODE” modifiers. To see if any modifiers on the current detail are equal to a particular value, “FIELD1-OCCUR1” would be “CUR”, and “FIELD1-OCCUR2” would be “ANY”.	This is the same as “FIELD1-OCCUR1”, except the current “CUR” does not work here.
OPERATION	<p>Various operations may be performed against value(s) to determine if a condition is true or false.</p> <p>Regular – regular operations compare two values against each other. These values may be a field value and a constant, two field values, or a field value and local area value. These operations are:</p> <p>EQ – Equal.</p> <p>NE – Not equal.</p> <p>LT – Less than.</p> <p>GT – Greater than.</p> <p>LE – Less or equal.</p> <p>GE – Greater or equal.</p>	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>EM – Equal thru “calendar” month.</p> <p>NM – Not equal thru “calendar” month.</p> <p>List and range – the field value is compared to values in a list or a range of values. List operators are of two kinds. If the list contains six or fewer values, then the values may be entered on the criteria record, otherwise, they will be entered on a list record: the number of which will be entered on the criteria record in the “LIST-NUMBER” field.</p> <p>R – In range.</p> <p>NR – Not in range.</p> <p>L – On list (up to 6 constants).</p> <p>NL – Not on list.</p> <p>Validity – validity operations determine data validity. With these, there will be no second field.</p> <p>V – Valid date.</p> <p>NV – Invalid date.</p> <p>N – Numeric.</p> <p>NN – Not numeric.</p> <p>MO – Model office; is true if model office parameter is on. “move” operators are really not operators, but tell the program what type of data to move. These move types tell where the data is moving “to” not “from”.</p> <p>MC – Move constant.</p> <p>MV – Move value.</p> <p>MX – Move internal value.</p> <p>ML – Move local area.</p> <p>Switches – switch operators determine a true/false condition based upon the true/false condition of internal and external switches. The “FIELD-1-NUM” field indicates the particular switch selected. “FILE-FOR-FIELD1” and must be 0 (zero).</p> <p>ST – External switch is true.</p>	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	<p>SF – External switch is false.</p> <p>IF – Internal switch false.</p> <p>IT – Internal switch is true.</p> <p>Arithmetic – like “move” these are not really operators, but tell the program what type of “get value” process to perform.</p> <p>PL – Add to value.</p> <p>MI – Subtract from value.</p> <p>MP – Multiply by.</p> <p>DB – Divide by.</p> <p>GD – Get the number of days between dates.</p> <p>GY – Get the number of years between years.</p>	
DATA TYPE	<p>The data type tells the program what type of data to expect for the “FIELD-2-NUM” field.</p> <p>F – Field data. “FILE-FOR-FIELD2” and “FIELD-2-NUM” is used to extract data for comparison.</p> <p>C – Constant data. Indicates data are provided as either one constant, internal list of constants, external list of constants, or range of values.</p> <p>V – Variable data. Indicates the data will be a computed value (one of 10 internal values). If this data type is used, then the value must be previously calculated using arithmetic operations discussed above. The variable number to use will be in the “FIELD-1-NUM” field. (“97” in “FILE-FOR-FIELD1”)</p> <p>P – Parameter.</p>	
FILE-FOR-FIELD2	Same as “FILE-FOR-FIELD1”, except this is for a second value comparison. In addition, “99” (auto-perform) and “97” (variable) are invalid in this field.	
FIELD-2-NUM	Same as “FIELD-1-NUM”, except this is for a second value comparison.	
FIELD2-OCCUR1	Same as “FIELD1-OCCUR1” and “FIELD1-OCCUR2” fields.	
FIELD2-OCCUR2	Same as “FIELD1-OCCUR1” and “FIELD1-	



<b>Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)</b>		
<b>Data Element/Structure</b>	<b>Definition/Explanation</b>	<b>Comments</b>
	OCCUR2" fields.	
CONSTANT-NUM-1	Used to enter numeric constants for "FIELD2" comparisons.	One byte long. To compare to 0 (zero) enter "Y".
CONSTANT-NUM-2	Used to enter numeric constants for "FIELD2" comparisons.	
CONSTANT-NUM-3	Used to enter numeric constants for "FIELD2" comparisons.	
CONSTANT-NUM-4	Used to enter numeric constants for "FIELD2" comparisons.	
CONSTANT-NUM-5	Used to enter numeric constants for "FIELD2" comparisons.	
CONSTANT-NUM-6	Used to enter numeric constants for "FIELD2" comparisons.	If there are more than six constants, an entry/record must be created in the list file.
CONSTANT-ALPHA-1	Used to enter alphanumeric constants for "FIELD2" comparisons.	To compare to blanks (spaces) enter "*Blank".
CONSTANT-ALPHA-2	Used to enter alphanumeric constants for "FIELD2" comparisons.	
CONSTANT-ALPHA-3	Used to enter alphanumeric constants for "FIELD2" comparisons.	
CONSTANT-ALPHA-4	Used to enter alphanumeric constants for "FIELD2" comparisons.	
CONSTANT-ALPHA-5	Used to enter alphanumeric constants for "FIELD2" comparisons.	
CONSTANT-ALPHA-6	Used to enter alphanumeric constants for "FIELD2" comparisons.	If there are more than six constants, an entry/record must be created in the list file.
RANGE-LOW-NUM	Used to enter a numeric low-range (bottom of the range) for "FIELD2" comparisons.	
RANGE-HIGH-NUM	Used to enter a numeric high-range (top of the range) for "FIELD2" comparisons.	
RANGE-LOW-ALPHA	Used to enter an alphanumeric low-range (bottom of the range) for "FIELD2" comparisons.	
RANGE-HIGH-ALPHA	Used to enter an alphanumeric high-range (top of the range) for "FIELD2" comparisons.	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
LIST NUMBER	Used to identify the external list number.	A list is created when there are more than six constants.
LENGTH-OF-COMPARE1	If a data element is used in “FIELD1”, then enter the length of the element.	If in a local area, you must tell how long in bytes. This also may be used to examine selected bytes in a field for comparison.
OFFSET-FOR-COMPARE1	If a data element is used in “FIELD1”, then enter the “offset” for the element in this field.	If in a local area, you must tell how long in bytes. This also may be used to examine selected bytes in a field for comparison.
LENGTH-OF-COMPARE2	If a data element is used in “FIELD2”, then enter the length of the element.	If in a local area, you must tell how long in bytes. This also may be used to examine selected bytes in a field for comparison.
OFFSET-FOR-COMPARE2	If a data element is used in “FIELD2”, then enter the “offset” for the element in this field.	If in a local area, you must tell how long in bytes. This also may be used to examine selected bytes in a field for comparison.
SUBSCRIPT	Used to enter a reference number for subscripted fields.	
DISPOSITION	Disposition of the failed process criteria records: D – Deny. E – Suspend. V – Deny with variable EOB. F – Override edit. O – Set EOB only. This may be variable dependant. R – Remove ESC.	
FAIL-EOB-NUM	The Explanation Of Benefits (EOB) number for the process criteria records that have failed with a “D” disposition.	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
EOB-VAR-IND	V – EOB indicator.	
EOB-VAR-NUM	EOB variable number.	
FAIL-ESC-NUM	The Error Status Code (ESC) for failed process criteria records.	
ESC-VAR-IND	V – ESC indicator.	
ESC-VAR-NUM	ESC variable number.	
TYPE-LOCAL-DATA	If local area is being used, then enter the type of data for that local area:  A – Alphanumeric.  Z – Zoned.  P – Packed.  B – Binary.	
LOCAL-AREA- DATE-TYPE	If the local area is being used, and it is a date, enter the type of date.  J – Julian date (CCYYDDD).  D – Date (CCYYMMDD).	
INDEX1	If an “INDEX” occurrence is being used, then enter the corresponding number of the referenced field. Use “INDEX1” for “FIELD-1-NUM”.	
INDEX2	If an “INDEX” occurrence is being used, then enter the corresponding number of the referenced field. Use “INDEX2” for “FIELD-2-NUM”.	
PARM-POSITION	Indicates the position of the parameter if the “PROCESS” is indicated by “P”.	
CONTINUE-IND	Enter a “Y” to continue the process after an edit has failed; otherwise the process ends after the edit fails.	
HDR-DTL-IND	Used to identify the type of edit. This tells where, at what level, to fail.  H – Header level.  D – Detail level.  M – Mixed level.	
SAVE-ERR-IND-SW	Switch used for saving the error status:  Y – Save	
REVERSE-SEQ-IND	Perform reverse sequence varying by -1 (minus	



Process Detail Criteria File – HMAY09A2 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
	one). R – Reverse. Works in reverse when “ANY” is used.	
LABEL	Identifies the position or sequence when performing a “goto” or “go back”.	
COMMENTS	Brief statement explaining the sequence.	

#### 4.1.3 Process Table Header File – HMAY09A3

The table header file contains table header information for the detail table-criteria file.

##### 4.1.3.1 Copybook HMAY09A3

```
05 TBLHDR-KEY.  
  10 PAYER          PIC X(5).  
  10 TBLHDR-NUMBER PIC 9(5).  
05 TBLHDR-CONTROL.  
  10 TBLHDR-LAST-UPDATE    PIC 9(09) COMP-3.  
  10 TBLHDR-LAST-UPDATE-CLERK PIC X(04).  
  10 TBLHDR-MEMO      PIC X(10).  
  10 TBLHDR-DESCRIPTION PIC X(30).  
05 TBLHDR-ELEMENT  
    OCCURS 20  
    INDEXED BY THIDX.  
    10 TBLHDR-COLUMN-HDR PIC X(15).  
    10 TBLHDR-KEY-IND  PIC X.  
      88 TBL-IS-KEY    VALUE 'K'.  
    10 TBLHDR-NUM-IND PIC X.  
      88 TBL-IS-NUM   VALUE 'N'.
```

##### 4.1.3.2 Data Element Definitions

Data elements/structures without an associated purpose/explanation are either group headers or fields that have no clerk/operator access.

Table Header File – HMAY09A3 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
TBLHDR-KEY	Key to the file.	
PAYER	Population group payer code.	NCXIX - Medicaid
TBLHDR-NUMBER	The table number.	
TBLHDR-LAST-	The last date the table was updated.	



<b>Table Header File – HMAY09A3 (Copybook Field Definitions/Explanations)</b>		
<b>Data Element/Structure</b>	<b>Definition/Explanation</b>	<b>Comments</b>
UPDATE		
TBLHDR-LAST-UPDATE-CLERK	Person who performed the last update.	
TBLHDR-MEMO	Memo authorizing last update.	
TBLHDR-DESCRIPTION	Description of the table.	
TBLHDR-ELEMENT	Group level of one element in table.	Occurs 20 times.
TBLHDR-COLUMN-HDR	Occurrences 1-10 are used for columns that are part of the key – key elements.  Occurrences 11-20 are used for columns that are not part of the key – data elements.	Reserved for key and data elements.  Note: key value 1 = provider type, and key value 2 = provider specialty.
TBLHDR-KEY-IND	Enter “K” if the column is part of the key.	
TBLHDR-NUM-IND	This identifies the data type as either numeric or alpha numeric.  N - if the column values are numeric.  A - if the column values are alphanumeric.	

#### **4.1.4 Process Table Detail File – HMAE005N**

The process-table detail file contains detail table edit criteria. This file is used instead of a list to validate data.

##### **4.1.4.1 Copybook HMAE005N**

```
05 TABLE-KEY.  
 10 PAYER          PIC X(5).  
 10 TABLE-NUMBER   PIC 9(5).  
 10 TABLE-KEY-VALUE OCCURS 10  
                   INDEXED BY TKVI.  
 15 TABLE-KEY-VALUE-A PIC X(15).  
 15 TABLE-KEY-VALUE-N REDEFINES TABLE-KEY-VALUE-A  
                   PIC 9(15).  
05 TABLE-NON-KEY-VALUES OCCURS 10  
                   INDEXED BY TNVI.  
 10 TABLE-NKEY-VALUE-A PIC X(15).  
 10 TABLE-NKEY-VALUE-N REDEFINES TABLE-NKEY-VALUE-A  
                   PIC 9(15).  
05 TABLE-UPDATE.
```



```
10 TBLDTL-LAST-UPDATE      PIC 9(09) COMP-3.  
10 TBLDTL-LAST-UPDATE-CLERK PIC X(04).  
10 TBLDTL-MEMO            PIC X(10).
```

#### 4.1.4.2 Data Element Definitions

Data elements/structures without an associated purpose/explanation are either group headers or fields that have no clerk/operator access.

Process Table Detail File – HMAE005N (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
TABLE-KEY	Key to this file.	
PAYER	Population group payer code.	NCXIX - Medicaid
TABLE-NUMBER	Number of the table.	Occurs 10 times and is indexed by TKVI.
TABLE-KEY-VALUES	Key for access into table.	
TABLE-KEY-VALUE-A	Alphanumeric key value.	
TABLE-KEY-VALUE-N	Numeric key value; redefines TABLE-KEY-VALUE-A.	
TABLE-NON-KEY-VALUES	Non-Key table values.	Occurs 10 times and is indexed by TKVI.
TABLE-NKEY-VALUE-A	Alphanumeric non-key value.	
TABLE-NKEY-VALUE-N	Numeric non-key value; redefines TABLE-NKEY-VALUE-A.	
TABLE-UPDATE	Date, clerk, and memo number associated with last update.	
TBLDTL-LAST-UPDATE	The last date the table was updated.	
TBLDTL-LAST-UPDATE-CLERK	Person who performed the last update.	
TBLDTL-MEMO	Memo authorizing last update.	

#### 4.1.5 Process List Criteria File – HMAY09A5

The process-list criteria file contains list edit criteria. This member only contains lists that have more than six values. If a list contains six or less values, the values are listed in the internal “constant” fields in the Edit criteria record.



#### 4.1.5.1 Process List Criteria File Example

Sequence #5 in Process #30 (Program HMAS091N) checks to see if the claim DTL-PCODE is equal to W-TOOTH-NUM-REQUIRED:

Code from the program:

```
88 W-TOOTH-NUM-REQUIRED
    VALUE 'D1351' 'D2950' 'D2951'
          'D2970' 'D5520' 'D7971'
          'D2110' THRU   'D2931'
          'D3110' THRU   'D3410'
          'D5630' THRU   'D5660'
          'D7110' THRU   'D7250'
          'O3120' 'D2933'.
```

Since there are more than 6 values a list must be created to contain all of the values. These values have been placed in LIST 1:

```
4 NE-RECORD SYNC           4067/GRP
5 NE-KEY SYNC              13/GRP
  10 NE-PAYER               5/AN   NC001
  10 NE-LIST-NBR            3/P    1
  10 NE-TO-DATE             5/P    99999999
5 NE-LAST-UPDATE            5/P    0
5 NE-LAST-UPDATE-CLERK      4/AN
5 NE-MEMO                  10/AN
5 NE-DESCRIPTION            30/AN  TOOTH NUMBER REQ PCODES
5 NE-FROM-DATE              5/P    0
5 NE-VALUES SYNC            4000/GRP
  10 NE-FROM-THRU(1) OCCURS 200 TIMES  SYNC
                                20/GRP
    15 NE-FROM-VALUE(1)      10/AN  D1351
    15 NE-THRU-VALUE(1)      10/AN  D1351
  10 NE-FROM-THRU(2)         20/GRP
    15 NE-FROM-VALUE(2)      10/AN  D2950
    15 NE-THRU-VALUE(2)      10/AN  D2951
  10 NE-FROM-THRU(3)         20/GRP
    15 NE-FROM-VALUE(3)      10/AN  D2970
    15 NE-THRU-VALUE(3)      10/AN  D2970
  10 NE-FROM-THRU(4)         20/GRP
    15 NE-FROM-VALUE(4)      10/AN  D5520
    15 NE-THRU-VALUE(4)      10/AN  D5520
  10 NE-FROM-THRU(5)         20/GRP
    15 NE-FROM-VALUE(5)      10/AN  D7971
    15 NE-THRU-VALUE(5)      10/AN  D7971
  10 NE-FROM-THRU(6)         20/GRP
    15 NE-FROM-VALUE(6)      10/AN  D2110
    15 NE-THRU-VALUE(6)      10/AN  D2931
  10 NE-FROM-THRU(7)         20/GRP
    15 NE-FROM-VALUE(7)      10/AN  D3110
    15 NE-THRU-VALUE(7)      10/AN  D3410
  10 NE-FROM-THRU(8)         20/GRP
    15 NE-FROM-VALUE(8)      10/AN  D5630
    15 NE-THRU-VALUE(8)      10/AN  D5660
```



10 NE-FROM-THRU (9)	20/GRP
15 NE-FROM-VALUE (9)	10/AN D7110
15 NE-THRU-VALUE (9)	10/AN D7250
10 NE-FROM-THRU (10)	20/GRP
15 NE-FROM-VALUE (10)	10/AN O3120
15 NE-THRU-VALUE (10)	10/AN O3120
10 NE-FROM-THRU (11)	20/GRP
15 NE-FROM-VALUE (11)	10/AN D2933
15 NE-THRU-VALUE (11)	10/AN D2933
10 NE-FROM-THRU (12)	20/GRP
15 NE-FROM-VALUE (12)	10/AN
15 NE-THRU-VALUE (12)	10/AN
.	
.	
.	

Note: if the value is not part of a "thru" condition, then the single value is listed on the from and thru line for that occurrence. See NE-FROM-THRU (1).

#### 4.1.5.2 Copybook HMAY09A5

```
04 NE-RECORD.  
05 NE-KEY.  
  10 NE-PAYER                 PIC X(5).  
  10 NE-LIST-NBR             PIC 9(05) COMP-3.  
  10 NE-TO-DATE             PIC 9(09) COMP-3.  
05 NE-LAST-UPDATE            PIC 9(09) COMP-3.  
05 NE-LAST-UPDATE-CLERK    PIC X(04).  
05 NE-MEMO                  PIC X(10).  
05 NE-DESCRIPTION            PIC X(30).  
05 NE-FROM-DATE             PIC 9(09) COMP-3.  
05 NE-VALUES.  
  10 NE-FROM-THRU            OCCURS 200 TIMES  
                              INDEXED BY NE-LIST-INDEX.  
    15 NE-FROM-VALUE         PIC X(10).  
    15 NE-THRU-VALUE        PIC X(10).  
05 FILLER                  PIC X(100).  
  
```

#### 4.1.5.3 Data Element Definitions

Data elements/structures without an associated purpose/explanation are either group headers or fields that have no clerk/operator access.

Process List Criteria File – HMAY09A5 (Copybook Field Definitions/Explanations)		
Data Element/Structure	Definition/Explanation	Comments
NE-RECORD	Group level record in file.	
NE-KEY	Key portion of the record.	
NE-PAYER	Population group payer code.	NCXIX - Medicaid



<b>Process List Criteria File – HMAY09A5 (Copybook Field Definitions/Explanations)</b>		
<b>Data Element/Structure</b>	<b>Definition/Explanation</b>	<b>Comments</b>
NE-LIST-NBR	Number of the edit list.	
NE-TO-DATE	To date (end date).	Currently contains the value 9999999. The date the benefit terminates.
NE-LAST-UPDATE	Date record was last updated.	
NE-LAST-UPDATE-CLERK	Person who performed the last update.	
NE-MEMO	Memo authorizing change.	
NE-DESCRIPTION	Description of list.	
NE-FROM-DATE	From date.	Currently contains the value zero (0).
NE-VALUES	Group level of all values in the table.	Occurs 200 times.
NE-FROM-VALUE	Beginning of range.	For single values the “from” and “to” values will be the same.
NE-TO-VALUE	End-of-range.	For single values the “from” and “to” values will be the same.



## DOCUMENT CHANGE LOG

Draft versions have no approval authority and may contain many iterations before approval authority.

<b>Version</b> (Major changes are new versions)	<b>Approval Date</b> (mm/dd/yy)	<b>Changed By</b> (Person who made the changes for this version)	<b>Approval</b> (Approving Authority (name) – may be “N/A”)	<b>Reason</b> (List major change reasons only)
Draft	xx/xx/xx	Russell Blackburn Jr.		Initial document creation and updates until v1.0 approval.
v1.0				